

Challenging Careers With The County of Los Angeles



Profile:

ASSISTANT ACCOUNTING SYSTEMS ANALYST

**Department of Auditor-Controller
Systems Division**



LOS ANGELES COUNTY

A Dynamic Government

Challenging Careers With Auditor-Controller Systems Division

✓ **The County: Its Challenges**

***An enterprise with a
real and vital
purpose – to provide
efficient and cost
effective information
and technology
solutions for a
constantly changing
County government***

One of the original 27 California counties, Los Angeles County was established in 1850. Over the years, its history has been one of constant, oftentimes startling, growth. It now has a population in excess of 10 million, a population greater than any other county in the nation and exceeded by only eight states. The County of Los Angeles has an annual budget in excess of \$20 billion and has over 90,000 full-time personnel.

Our metropolitan area experiences unique problems demanding highly creative solutions. The goal of Los Angeles County government is to be responsive to these problems and to the people it serves. To meet the challenge, County government anticipates change rather than merely adjusting to it. To meet these challenges, we continue upgrading County methods of doing business and providing services.

The County government, as a direct political subdivision of the State of California, is charged with the responsibility of providing essential services to all the citizens within its geographical boundaries. These services range through such divergent fields as medical care, public health, child welfare, public works, law enforcement, probation, cultural activities, recreation, and community development.

Los Angeles County government faces an increasingly complex environment requiring the ability to cope with newly emerging technologies, rapidly evolving service demands, and limited governmental resources. This environment challenges County managers to focus their efforts on providing quality services that the public wants and needs. To meet these challenges, we continue upgrading County methods of doing business and providing services.

Sound financial systems and controls are critical to the County's mission. A large part of this responsibility resides with the Auditor-Controller's Systems Division. This is where you, as an Assistant Accounting Systems Analyst, can take your place in an enterprise with real and vital purpose: to provide efficient and cost effective information and technology solutions for a constantly changing County government.



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The Auditor-Controller Systems Division is responsible for the planning, development, and maintenance of some of the largest applications in County government. These applications include accounting systems, property tax systems, disbursement systems, payroll systems, human resource systems, and welfare systems. The Division also maintains system hardware, reviews new technologies, and provides technical consulting services and training within the Department and to other County agencies.

Systems Division analysts review business policies, practices, and controls to identify areas where efficiency improvements can be made, and to solve business problems related to the collection, utilization, and dissemination of critical information. Analysts also review legislative and technological changes and ensure that they are effectively and efficiently implemented. Business solutions range from changes in manual procedures to proposing large-scale systems integration projects.

As an Assistant Accounting Systems Analyst, you will work with a highly experienced staff of professionals and be exposed to a variety of stimulating assignments especially suited to a person with vision and imagination as well as technical ability.

You will work as a key team member in the areas of systems development, systems maintenance, or in systems operations and training. Each area provides challenging and highly technical assignments. Your assignments may include such tasks as conducting user interviews, identifying system requirements, writing and presenting functional and detailed specifications, preparing and executing test plans, documenting processes and procedures, and training end users.

The challenge and satisfaction you will experience as an analyst comes from the identification of problem areas and the presentation of solutions that will ultimately contribute to the success of the organization and the County.

Work as a key team member in Systems Development and Systems Maintenance projects



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✓ **Characteristics
We're Looking
For**

We are constantly looking for people with vitality and ambition; people who are willing to try something new and innovative, and willing to work in a team environment. If you have a logical approach, new ideas, and an inquisitive attitude, *we want you*.

✓ **Atmosphere
For Action**

You will be a member of a staff that is maintained at a level chosen to provide operating efficiency and personal advancement. In other words, you can't get lost. We pride ourselves on the uniquely individual attention we give our staff in every facet of their development. You will find that your analytical and technical skills will be continuously improving while you are employed with the Auditor-Controller.

COMPETITIVE APPROACH

Our policy is to promote from within based on merit. This means that every individual has the same opportunity to advance. You will move upward at a pace commensurate with your abilities and performance, determined by regular competitive reviews and personal job appraisals. We believe that the competitive approach offers the fairest means for determining promotion and the most efficient and effective means for placing the best person in the right position.

YOU AND THE TEAM

***The experience you
receive working for
Systems Division
qualifies for the CISA
professional
designation***

Your responsibilities as an Assistant Accounting Systems Analyst will begin immediately as a member of a team. We have developed the team concept through years of experience and have found that it provides the optimum means for accomplishing our goals.

We organize our operation so that you will work closely with an experienced analyst who serves as a trainer, counselor, and as an advisor during all aspects of your assignment. We believe that it is in such a working relationship that we can best develop every individual's capabilities. We place the highest concern on *you*, the individual.

We keep aware of your special talents and provide assistance when additional attention is warranted. Your supervisor is



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✓ **Your Career Development**

responsible for evaluating your performance on each assignment. Written evaluations are constructive in nature and are discussed openly and regularly with you.

Every graduate starting a career wants to know where the future will lead him/her. We take great pride in the opportunities for advancement available to all of our employees.

Your continuing development, both as an individual and a professional, is one of our primary goals. When you join the Systems Division you will receive an orientation acquainting you with our purposes, policies, procedures and methods of operation. You are then immediately assigned to a team where your "on-the-job" learning process starts in earnest. Formal training in areas related to your job duties (e.g. courses in database design and software packages) will be provided.

ADVANCEMENT

After a year of experience as an Assistant Accounting Systems Analyst, you become eligible for promotion to Accounting Systems Analyst I. Subsequently, after one year of experience as an Accounting Systems Analyst I, you are eligible for promotion to Accounting Systems Analyst II. These promotions are based on merit.

Your next move could be to Senior Accounting Systems Analyst. This promotion carries with it increases in responsibility. As a Senior Accounting Systems Analyst, you will direct the work of several operations at a firmly established supervisory level. You will plan and coordinate multiple programs, and present ideas and solutions to department management.

From Senior Accounting Systems Analyst, the move is to Principal Accounting Systems Analyst. At this level, you will be responsible for the overall development and maintenance of applications systems. You will make key decisions relating to business and technology issues and will be involved with expediting the implementation of recommendations made by the Auditor-Controller.



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Following this career ladder, Principal Accounting Systems Analysts have the opportunity to compete for promotion to Chief Accounting Systems Analyst. These management level positions coordinate and direct the activities of all analysts within the division. They confer with department head administrative personnel on fiscal matters and on areas concerning systems and technology reviews, plans, and findings.

COMPENSATION

Salaries paid by the Auditor-Controller are competitive as shown on the next page.

As you perform assignments, you will be counseled and assisted by experienced analysts. As your competence increases, so will the difficulty and responsibility of the assignments.

✓ **Professional Development**

Continued formal education and resulting professional certification as a ***Certified Information Systems Auditor (CISA)*** are rewarded with a salary bonus of 5 ½ percent. The experience you receive working for the Systems Division qualifies toward certification.



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Accounting Systems Analyst Salaries

✓ **To Start**

\$4,157.27 per month

Requires a Bachelor's Degree from an accredited college or university, with twenty-one (21) semester or thirty-two (32) quarter units of information systems or accounting courses, or a combination of information systems and accounting classes totaling twenty-one semester or thirty-two quarter units.

Advancement

⇒ Accounting Systems Analyst I	\$53,450 to \$66,401*	Eligible with one year of experience as an Assistant Accounting Systems Analyst
⇒ Accounting Systems Analyst II	\$56,429 to \$70,105*	Eligible with two years of experience as an Accounting Systems Analyst I
⇒ Senior Accounting Systems Analyst	\$64,468 to \$80,083*	Eligible with three years of systems analysis experience.
⇒ Principal Accounting Systems Analyst	\$72,570 to \$90,152*	Eligible with experience in systems analysis at the level of Senior Accounting Systems Analyst
⇒ Chief Accounting Systems Analyst	\$83,925 to \$104,006*	Eligible with five years of experience, including one year as a Principal Accounting Systems Analyst

*A salary bonus of 5.5% is awarded to those who have attained the CISA designation and who have continuously adhered to its continuing professional education requirements.

Salary ranges in effect January 1, 2006.



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✓ Employee Benefits

The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

MegaFlex Benefit Plan – Employees may purchase benefits from the Megaflex Cafeteria Benefit Plan using a County contribution of 14.5%-19.0% of his/her monthly salary, depending on retirement plan selected and years of service. Any portion of the County contribution not used to purchase benefits is given to the employees as taxable income.

Benefits available within the MegaFlex benefits program include medical, dental, disability, life and AD & D insurance; dependent care and health care reimbursement accounts are also available.

Savings Plan (401k) - Optional tax-deferred income plan is available that includes a County match up to 4% of the employee's salary.

Horizons Plan (457) - Optional tax-deferred income plan is available that includes a County match of up to 4% of the employee's salary.

Holidays - 11 days per year.

Travel - Mainly requires travel only within the bounds of Los Angeles County with adequate mileage reimbursement.

Retirement Plan - Both employee contributory and non-contributory plans are available.



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✓ **We Would Like
to Meet You**

We hope this brochure has stimulated your interest in the opportunities we have to offer. If so, we would like to meet you.

Please contact our recruiters at (213) 974-0375

Or, write to:

Los Angeles County Auditor-Controller
Administrative Services Personnel Section
500 West Temple Street, Room 410
Los Angeles, CA 90012
Attention: Martha Dijkstra or Patty Almaguer

E-mail: recruitment@auditor.co.la.ca.us

Fax: (213) 621-2584